First-Year Experience Graduate Assistant

Armstrong Campus

General Description
The First-Year Experience Graduate Assistant supports the work of the First-Year Experience (FYE) through support of student leadership programs and assessment of FYE programs. This position is based on the Armstrong campus, but occasional travel to the Statesboro campus may be required. The FYE Graduate Assistant works twenty (20) hours a week - some of which will be at night during peak recruitment/training times - in the First-Year Experience office.

The FYE Graduate Assistant is a currently enrolled, full-time student in a Georgia Southern University graduate program. The assistantship is an academic year position envisioned to begin in the fall semester and to continue into the spring, although continuance in the position requires satisfactory job performance and maintaining good academic standing. An assistantship or employment may also be available in the summer.

Duties and Responsibilities
The FYE graduate assistant is administratively responsible to the Coordinator of Peer Education for First-Year Experience, although she/he works with all full-time members of the FYE staff on programs for which they are responsible. This position may also provide some support to the Second-Year Experience office. The position is twenty (20) hours a week in the First-Year Experience office on the Armstrong campus. Specific duties and responsibilities include (but are not limited to):

- Oversee the assembly, administration, scanning and compilation the Student Ratings of Instruction (SRI)
- Recruitment, hiring, training, and oversight of peer educators and SRI assistants
- Coordinate the assessment of other programs through the office
- Provide Logistical support for major initiatives

Position Requirements
- Experience as an undergraduate student leader
- Strong planning & organizational skills
- Assessment experience
- Public speaking experience
- Strong communication skills (both with faculty & students)
- Ability to work with diverse populations
- Professionalism and attention to detail
- Proficiency in Microsoft Excel
- Ability to work without constant supervision
- Academic requirements:
  - Unconditionally accepted into a Graduate School program
  - Cumulative 3.0 GPA
  - A minimum of nine hours per semester unless a waiver is obtained through the Graduate School

(Continued)
Preferred Qualifications

- Prior experience in First-Year Experience, Peer Mentoring or Peer Leadership programs
- Experience in selecting and training student leaders

Remuneration

The stipend for this position is $7,750 per academic year (fall and spring), paid monthly according to the schedule developed by the Graduate School. Reduced tuition (all but $25 of standard in-state or out-of-state tuition) is also provided (note: premium tuition charged in some programs is not covered). Graduate assistants are responsible for all student fees, which are in addition to tuition. As this position is classified as a graduate assistantship, Georgia Southern University employee benefits are not provided.

FYE values the experience returning GAs provide. In the event that the FYE Graduate Assistant returns for a second or subsequent year in FYE, the stipend would increase $800 for the academic year.

How to Apply

Graduate students wishing to be considered for this GA position must be regularly admitted, have a formal application on file with the Graduate School and submit a separate cover letter, resume, and list of three references to:

Kimberlee Yontz
kimberleeyontz@georgiasouthern.edu

The cover letter should address the applicant's qualifications in relation to the specific position description for which he or she is applying.